

<p align="center"><b>RECORDS MANAGEMENT</b> <b>FAST FACTS</b></p>
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<b>SERVICE</b>	
<b>SERVICE SNAPSHOT</b>	Assists HQ customers in the identification, preservation/storage, and protection of records against loss, theft, and unauthorized release or change regardless of the record format. Facilitates the designation, maintenance, and protection of vital records.
Service Days/Hours	Monday through Friday 7: 30 a.m. – 4:30 p.m.

<b>POINTS OF CONTACT</b>				
<b>NAME</b>	<b>ROOM</b>	<b>TELEPHONE</b>	<b>FAX</b>	<b>E-MAIL</b>
Baruti Jahi	1D51	202 358-0621	202 358-3090	baruti.jahi-1@nasa.gov
Rhonda Benning	1P54	202 358-0148	202 358-3724	rbenning@hq.nasa.gov

<b>FORMS NEEDED TO OBTAIN SERVICES</b>	
<b>FORM NUMBER/NAME</b>	<b>AVAILABLE ELECTRONICALLY</b>
SF 135 - Records Transmittal and Receipt	<a href="ftp://ftp.hq.nasa.gov/forms/form/sf0135.itp">ftp://ftp.hq.nasa.gov/forms/form/sf0135.itp</a>
OF-11 - Reference Request - Federal Record Center	<a href="ftp://ftp.hq.nasa.gov/forms/form/of0011.itp">ftp://ftp.hq.nasa.gov/forms/form/of0011.itp</a>
SF-258 - Agreement to Transfer Records to National Archives of the United States	<a href="ftp://ftp.hq.nasa.gov/forms/form/sf0258.itp">ftp://ftp.hq.nasa.gov/forms/form/sf0258.itp</a>
SF-115 - Request for Records Disposition Authority	<a href="ftp://ftp.hq.nasa.gov/forms/form/sf0115.itp">ftp://ftp.hq.nasa.gov/forms/form/sf0115.itp</a>

<b>GOVERNING DIRECTIVES/POLICY/INSTRUCTIONS</b>	
<b>FORM NUMBER/NAME</b>	<b>AVAILABLE ELECTRONICALLY</b>
36 CFR 1236.14	
NPD 1440.6G Records Management	<a href="http://nodis3.gsfc.nasa.gov/">http://nodis3.gsfc.nasa.gov/</a>
NPR 1441.1D NASA Records Retention Schedule	<a href="http://nodis3.gsfc.nasa.gov/">http://nodis3.gsfc.nasa.gov/</a>
NPR 1040.1 NASA Continuity of Operations (COOP) Planning Procedural Requirements	<a href="http://nodis3.gsfc.nasa.gov/">http://nodis3.gsfc.nasa.gov/</a>

<b>ESCALATING CONCERNS FOR PROBLEM RESOLUTION</b>
Contact Fran Teel at 301- 286-2211 between the hours of 8:30 a.m. and 5:30 p.m.

<b>Link to HQ Records Liaison Listing, Sorted by Organization is under Construction. Contact the HQ Records Management Team for more information.</b>
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<b>Top 3 most frequently asked questions</b>
<p><b>Q. How do I know if I am working with a “record” or a “non-record /copy”?</b></p> <p>A. Records are all recorded information, regardless of media or characteristics, made and received by an agency of the United States Government under Federal law or in connection with the transaction of public business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not records.</p> <p><b>Q. How long does it take to archive records, from start to finish?</b></p> <p>A. Once the SF 135 is finalized, boxes can be collected within 10 business days.</p> <p><b>Q. How quickly can I retrieve a record that is stored at the Washington National Records Center</b></p> <p>A. Generally 7-10 business days, however, you can contact Baruti Jahi, HQ Records Manager to discuss your requirements.</p>